

Illinois Department of Revenue

Vehicle Policy Manual



Administrative Services

July 1, 2010

General Information

Introduction and Purpose:

This manual includes guidelines and policies for vehicles that Illinois Department of Revenue (IDOR) employees use, own, or lease. Sources for this information include the Secretary of State (SOS), the Department of Central Management Services (DDCMS) and IDOR.

This manual applies specifically to all individuals who use vehicles for state business. Each Program Area that uses state or individual vehicles for state business must maintain a current copy. Administrative Services Division of Operational Special Services (OPSS) will issue a copy of the manual to Program Administrators and to accompany each state vehicle operated by the Department. In addition, OPSS will post changes to the guidelines and policies to the IDOR Intranet. All employees must make every effort to comply with these policies contained herein and posted to the Intranet.

Any violations of this policy or rules found in the Employee Handbook concerning state vehicles or use of state property may result in discipline up to and including discharge.

Questions regarding policies and procedures contained in the handbook can be addressed by calling OPSS at (217) 557-6588.

Updating:

OPSS is responsible for distributing changes or revisions to this manual. OPSS will post changes on the Department's Intranet and will notify via email Program Administrators and employees to who state vehicles are assigned of posted changes. Each vehicle Program Area is responsible for reviewing and ensuring that employees are made aware of the updated policies.

Effective Date:

The guidelines and procedures contained in this manual are effective upon issue and remain effective until rescinded.

Vehicle Assignment

Agency Head Authority on Assignment to Individuals:

Pursuant to Section(s) 5040.110, 5040.230, 5040.270, 5040.300, 5040.340, 5040.350 and 5040.360 of the Illinois Administrative Code, all vehicles and assignments to personnel will be with the approval of the Director or his designee. A minimum of 1500 miles per month must be driven for public purposes and in the best interest of the State. Exceptions may be granted by the Director or his designee if the purpose of the assignment is with merit and is necessary to carry out the Department's mission.

Pool Vehicles:

Pool vehicles are vehicles that Administrative Services maintains for and provides to employees throughout IDOR who require a vehicle on occasion for conducting state business.

Assigned Vehicle/IRS Regulations

The Federal Income tax regulations require the Department of Revenue to appropriately charge employees for fringe benefits related to the use of employer owned vehicles. The definitions and specific Federal income tax regulations are (hereafter "Treasury regulations") § 1.274-6T(a)(2) and § 1.274-6T(a)(3). Treasury regulations § 1.274-6T(a)(2) applies to pool car vehicles and prohibits all personal use of those vehicles other than de minimis personal use. Treasury regulations § 1.274-6T(a)(3) apply to individually assigned vehicles, and prohibit all personal use of those vehicles other than commuting and de minimis personal use. Per Treasury regulation 1.61-21(f)(3) assigned drivers will be charged \$1.50 per commute during a work day when their vehicle is used regardless of work location or headquarters. Commutes will be included on the monthly Automotive Cost Report/Vehicle Log submitted by each assigned driver. The amount of commutes made during a reporting period will be sent to Payroll by Fleet Management. Failure to report your commuting properly can result in additional amounts included in your income.

To obtain a pool vehicle for an employee, the appropriate Division Manager must complete, sign and submit a Vehicle Request Form OSD-155 (See Exhibit A) to the pool coordinator in Administrative Services. Generally, the manager should complete and submit the form 24-hours before the employee picks up the keys and credit card for the vehicle. The pool coordinator in Administrative Services will reserve vehicles for employees who request them when vehicles are available. If a Revenue vehicle is not available, a rental vehicle may be obtained. When renting a vehicle, please follow the guidelines set forth in the Governors Travel Control Board "Travel Guide for State Employees".

Utility Vehicles:

Utility Vehicles are vehicles that OPSS assigns to Program Areas permanently when the Area needs a pool car on a regular basis. Program Areas assigned specific vehicles shall be responsible for managing their Utility Vehicles, and specifically for the following: (1) maintaining the keys and credit cards allotted to its vehicles, (2) assuring the log sheet is completed accurately each time a vehicle is used, (3) collecting all gasoline and repair tickets and information necessary for the completion and submission of all reports required, and (4) assuring their vehicles are kept in good and safe running condition.

Use of Vehicle Overnight:

Prior approval of the Director, Program Administrators or Division Manager of the area to which the car is assigned must be obtained before a vehicle can be checked out overnight. Request for such approval must be in writing and must show justification for the request on Form OSD-155.

Operations

Accountability:

A state vehicle, while in the custody of a Department of Revenue employee (or other authorized user) for state business purposes must continually be accounted for in accordance with established

procedures. Disciplinary action and possible criminal prosecution can result from an employee's failure to follow these procedures.

Employees are responsible for protecting all state property, including state vehicles entrusted or assigned to them. **THE DEPARTMENT MAY HOLD AN EMPLOYEE FINANCIALLY LIABLE FOR DAMAGE OR LOSS OF A STATE VEHICLE OR PARTS OF A STATE VEHICLE RESULTING FROM GROSS NEGLIGENCE.** Damage or destruction of a state vehicle may lead to criminal prosecution.

State vehicles are subject to searches by law enforcement and, as such, are not provided with an expectation of privacy.

Equipment:

Equipment not manufactured by the factory may not be installed on any Department vehicle unless approved by OPSS or necessary for any vehicle used by sworn law enforcement personnel. Installation and use of emergency vehicle equipment and lighting is authorized only for vehicles assigned to sworn peace officers in the performance of their duties (See Exhibit I).

Official Use Only:

State vehicles may be used for **AUTHORIZED STATE BUSINESS ONLY**. Department employees may not use state vehicles for conducting personal business, unless on 24-hour call out status for emergencies; with the approval of the Director; or, when travel guidelines apply.

Employees on travel status should comply with regulations cited in the Governors Travel Control Board guidelines.

Weapons in State Vehicles:

With the exception of sworn peace officers, no IDOR employee may transport a weapon of any type in a state owned or leased vehicle, or in a rented vehicle.

IDOR sworn personnel should follow proper, safe storage procedures of all weapons and ammunition assigned to them or that which they are transporting.

Restrictions on Use:

Except in an emergency situation, only Department employees may operate state-owned or agency-leased vehicles without written approval from the Director. The contractor or supervising employee must forward a copy of the written approval to OPSS prior to use by non-employees.

Driver Responsibilities (All Vehicles):

- A. Vehicle operators must possess a valid driver's license.
- B. Vehicle operators must obey posted speed limits, and understand and comply with all other applicable traffic laws. State law requires the use of safety belts.
- C. Vehicle operators, who are assigned a vehicle or use their personal vehicles for official state business must maintain sufficient personal insurance to satisfy the requirements of the state in which their vehicle is registered.

- D. Drivers who incur parking, towing or any moving violation fines are responsible for them.

Driver Responsibilities (State Vehicles):

- A. Vehicle operators must familiarize themselves and comply with the policies in this manual, any procedures in support thereof, and vehicle directives of the DCMS, Division of Vehicles. OPSS will distribute DCMS directives to IDOR drivers as necessary.
- B. Vehicle operators must account for, protect, and properly maintain a state vehicle.
- C. Vehicle operators must report any accidents or incidents resulting in damage to the state vehicle. All drivers or pool coordinators are responsible for the removal of personal items before vehicle turn-in.
- D. When parking a state-owned vehicle, the driver should lock the car doors and take the keys with them.
- E. An employee must not leave a briefcase, equipment, official documents or other valuables in view in unattended vehicles. These items should be removed from view and locked in the trunk or stored under the seat, etc.
- F. For their own liability protection and personal safety, the drivers of state vehicles should not carry any unauthorized passengers. Vehicle operators are forbidden to transport hitchhikers.
- G. If an operator of a state owned vehicle is cited for a traffic violation, the operator must report the incident to OPSS by email or phone within 24 hours of the violation. In addition, the operator must submit a copy of the ticket to OPSS within three workdays of the incident.

Accident/Insurance Procedures:

IMPORTANT

The DCMS, Division of Risk Management's fleet liability insurance policy covers all vehicles operated by the State of Illinois, including those not owned or leased by the state. (See exhibit I)

The Department of Revenue must report any accident involving one of its vehicles to DCMS Division of Risk Management. Therefore, the driver of a state vehicle (or his superior) MUST report an accident immediately, in accordance with the following:

- A. As soon as possible and no later than 1 business day from the time of the accident, the driver must notify his supervisor and the supervisor must notify OPSS ((217) 557-6588 or (217) 785-1042), except on weekends, holidays, etc. If the accident occurs on a weekend or holiday, notify OPSS on the next IDOR workday.

- B. Illinois Form SR-1 and OSD-27 (Illinois Motorist Report and Vehicle Accident Questionnaire) – (See Exhibit B and C). The driver must complete and submit these forms to OPSS within 48 hours of the accident. The reports should include a clear description of the conditions surrounding the accident. These forms should be kept in the vehicle, but can also be obtained from OPSS or the IDOR Intranet.
- C. Police Report – If the accident involved another vehicle and/or took place on public property, a police report is required. Forward the police report with the SR-1 and OSD-27 form within 48 hours of the accident to OPSS. **(Police reports do not replace the SR-1 form).**
- D. Estimates of Repairs – Submit two (2) estimates to OPSS, unless a state garage provides an estimate. A state garage estimate, alone, is sufficient. **All accident repairs must be approved by OPSS prior to repair.**
- E. The vehicle operator must phone DCMS Risk Management (1-800-442-1300) directly about any accident in which:
 - 1. there is a serious injury to an occupant of any vehicle involved in the accident;
 - 2. there is substantial property damage to a vehicle other than the state vehicle; or,
 - 3. a death occurs as a result of the accident.

Note:

Reporting the accident by telephone does not eliminate the vehicle operator's responsibilities for providing Form SR-1, OSD-27 and all other relevant documentation in the time frames previously outlined.

OPSS will process the accident reports in accordance with DCMS Division of Vehicles directives and will maintain an accident file.

OPSS reserves the right to notify Internal Affairs of any accident for evaluation and appropriate action. OPSS will send a copy of the entire accident file to Revenue's Legal Services Division to determine probable liability of the Department.

If the accident is determined to be the fault of the Department's operator, OPSS will make a recommendation concerning the repair to DCMS. If DCMS authorizes the repair, the vehicle will be repaired at IDOR expense. At the time authorization is received, OPSS will notify the operator of the authorization of repair and where to have the vehicle repaired.

Insurance carriers should make payment in settlement of claims to the State Garage Revolving Fund. IDOR will deposit the check into the appropriate account to offset the repair bill that was paid prior to settlement.

Accident-Insurance Procedures Related to Non State-Owned Vehicles.

If an employee has an accident while driving his own automobile, he should notify OPSS and his own insurance company. Employees must maintain sufficient insurance to satisfy the requirements of state law where the vehicle is registered.

Insurance Information:

The State of Illinois automobile insurance arrangements may not cover non-state employees in a state vehicle involved in an accident. Transport non-state employees only if doing so is necessary to official state business. The only exceptions include instances when transporting the individual is an emergency or with prior approval from the Director.

Summons and Complaints Procedure:

Any employee who receives a summons or complaint resulting from an automobile accident while driving a state vehicle should appear when required and notify OPSS upon receipt of the summons.

The driver should also notify the Manager of Legal Services. Legal Services will notify DCMS, Risk Management Division, and the Attorney General, who may represent the employee in any lawsuit resulting from negligent operation of a motor vehicle while in the scope of his/her employment.

If a state employee has three at-fault accidents over a three-year period while conducting state business, the employee is considered a high-risk driver. If a high-risk driver has one more at-fault accident in the following year, the state may elect to no longer insure that employee under the State's self-insurance plan.

Repair and Maintenance**Service Record:**

It is the responsibility of each Program Area and assigned driver to follow the Department Vehicle Service Record (Form (ID – 49) R-5/07) for its state vehicles (See Exhibit D). This form is to be updated and kept in the vehicle and Program Area supervisors are responsible to ensure this vehicle service record is followed. Also, each vehicle must receive an annual safety inspection of its major systems.

Driver Responsibilities:

The driver of a state vehicle must ensure its proper upkeep and maintenance. This includes complying with the Vehicle Service Record (ID-49) (See Exhibit D). When fueling, the driver should check the coolant level and oil. If driver negligence results in vehicle damage, the Department may hold the driver financially liable.

Vehicle Credit Cards:

The Pool Vehicle Coordinator issues a set of credit cards for each automobile owned or leased by State of Illinois for gas purchases and vehicle maintenance. Drivers are responsible for safekeeping of these credit cards.

These credit cards authorize the purchase of gas, gasohol, motor oil, washing, towing and tire repair not to exceed \$100.00 for passenger cars (\$200.00 for trucks over one ton). Credit cards shall not be used

for personal items. The credit card also authorizes minor mechanical repair not to exceed \$250.00 for passenger cars. Repairs over \$250.00 require authorization by OPSS.

The following should be followed for all fuel purchase (Reference: JCAR Section 5040.550 Gasoline Purchases)

- A) Purchases of fuel, oil, and related items for the operation of State-owned equipment must be made from the most economical source. Unleaded gasoline (with ethanol blended in, often called Gasohol) shall, however, be used where available. Employees are required to use E-85 (85% ethanol) and bio-diesel when operating flexible fueled and diesel powered vehicles in the State fleet, whenever practical.
- B) If there is a State-owned garage or State-owned service station within a reasonable distance, the driver should make purchases at this source. State service stations are available on the State of Illinois Enterprise web at <http://www.intra.state.il.us/poliproc/vehicleguide.pdf>.
- C) If a State-owned garage or State-owned service station is not conveniently located, an appropriately located privately operated station with a self-service island shall be the source of purchase, except when the driver is physically unable to operate a self-service pump.

The driver should verify acceptance of the credit card before a purchase is made. Some vendors may not accept the cards. If a vendor does not accept the credit cards, the driver should find another service vendor that will. If no vendor is available that will accept the cards the driver may use his personal credit card or cash for the purchase. The driver may request reimbursement for these expenses through a travel voucher. The credit card is valid only for the state vehicle bearing the equipment number indicated on the front of the card. At no time shall a state credit card be used for gas or equipment for a personal or privately owned vehicle.

It is the driver's responsibility to ensure that all receipts reflect the items purchased for the vehicle they are operating. **Odometer readings must be entered accurately and verified.** Also, receipts should be legible (See Exhibit E). Equipment ID #'s will be written on the top of all receipts along with the first initial and the last name of the driver.

Credit card holders and users must report lost or stolen credit cards immediately to OPSS ((217) 557-6588).

Vehicle Repairs:

DCMS maintains garages statewide. (See Exhibit F). As with fuel facilities, use these garages whenever economically feasible. Outside vendor authorizations must be obtained **in advance** for any repairs performed in excess of credit card limitations. Authorizations for repairs should be obtained by contacting OPSS at (217) 557-6588 7:45 a.m. to 4:15 p.m. weekdays.

Note: For emergencies, after hours and on weekends, authorizations may be obtained by calling the telephone number on the back of the state credit card.

All repair work should be completed to the satisfaction of the driver. If the driver is not satisfied with the work performed by a state garage, he should contact OPSS.

Records and Reports

Accurate Information:

All vehicle operators must record accurate and timely information is recorded for their assigned vehicles. OPSS needs this data for audit purposes. Failure to maintain this information may result in discipline.

Tickets for Purchases and Repairs:

Drivers must retain repair or other receipts whether a state or private facility issues them. Drivers must also ensure receipts are legible and accurately filled out, including license number and odometer reading. Drivers of pool cars should turn in receipts upon trip completion to the pool coordinator. All receipts must accompany the monthly cost report (See Exhibit G) at the end of the month.

Vehicle Cost Report and Fleet Vehicle Log:

All automotive cost reports and vehicle logs must be filled out completely and accurately at the end of each month and submitted to OPSS. **Cost reports and vehicle logs must be received by OPSS no later than the seventh working day of the following month.** For every Department vehicle, cost reports must show all relevant expenditures for the immediate past month. They must reflect automotive expenses and nothing else. Any accident repairs, body damage repairs and maintenance should be included on these monthly reports with all supporting bills and receipts attached. You can find the Automotive Cost Report (ACR) form on the intranet in the Forms section.

Automotive Cost Report/Vehicle Log (ACR) Instructions

The following instructions will guide you through the steps in completing your monthly cost report. If you have questions or do not understand any part of the instruction please contact Fleet Management at 217-557-6588 or 217-785-1042.

1. Open the ACR form and Pick the month you are reporting From the drop down menu.
2. Enter your full Name in the beige highlighted area. *
3. Enter your equipment number in the beige highlighted area.
4. Enter your license plate number in the beige highlighted area.
5. Pick your Division by clicking on the blue highlighted box and choosing from the drop down menu.
6. Enter your gasoline purchases. Date/Quantity/Amount (you do not need to calculate the purchase, the report is automatic). Make sure you enter your outside purchases and your state facility purchases in the properly designated column.
7. Enter your oil change/purchases. Date/Quantity/Amount (you do not need to calculate the purchases, the report is automatic). Make sure you enter your outside purchases and your state facility purchases in the properly designated column.
8. Enter all other purchases. Date/Quantity/Amount (you do not need to calculate the purchases, the report is automatic). Make sure you enter your outside purchases and your state facility purchases in the properly designated column. Click on the blue highlighted box to choose the proper code for the purchase from the drop-down menu. The codes are listed to the left of the page.
9. Note: if for any reason you need to let Fleet management know something during the reporting period you can enter it in this section of the report. For example, if you lose a gas receipt during the month. This is the area of the report to let us know.
10. Enter your beginning mileage. (This must be completed before making entries into the log itself)
11. Enter your ending mileage. (This must be completed before making entries into the log itself)
12. Enter your travel purpose and ending mileage for each date.
13. Enter your commuting mileage for the travel day and the amount of commutes. (Minimum of two is required for each travel day). Per Treasury regulation 1.61-21(f)(3) assigned drivers will be charged \$1.50 per commute during a work day when their vehicle is used regardless of work location or headquarters. Failure to report your commuting properly can result in additional amounts included in your income.
14. Type your full name in the signature line.
15. Save file in the following format: equipment number, month, year (example:51454January10.xls)
16. Attach file and e-mail to: Rev.Revenue.Fleet@illinois.gov
17. Place your equipment number on all receipts, place in Fleet return envelope and mail. (Fleet Return Envelopes can be obtained through Fleet Management)

*If you are filling out a cost report for a utility vehicle that is not assigned type "Utility" in for step #2. You will still enter your name in step #14 as the individual doing the reporting for the period. The employees that used the vehicle should be noted in the purpose of travel entries you make on the report.

Exhibits

- A. OSD-155 Vehicle Request Form
- B. SR-1 (Illinois Motorist Report) Vehicle Accident
- C. OSD-27 Vehicle Accident Questionnaire
- D. Vehicle Service Record (ID-49)
- E. Receipts
- F. DCMS State Garages
- G. Monthly Automotive Cost Report/Vehicle Log (ACR)
- H. Use of Emergency Vehicle Equipment and Lighting
- I. State Owned Vehicle Insurance Coverage

**OSD-155****Request for Use of Vehicle****Read this information first.**

To request a vehicle to travel on state business, please follow these steps:

- 1 Complete and sign this form. Be sure to include your driver's license information.
- 2 Obtain approval/signature from your division manager or next higher level manager.
- 3 Submit this form to the Motor Pool Coordinator via mail or e-mail. At least 24 hours notice is generally required.
- 4 Make arrangements with the Motor Pool Coordinator to pick up the vehicle keys/credit cards. (Motor Pool Vehicle Book)
- 5 If your plans change, notify the Motor Pool Coordinator as soon as possible. Requests to extend vehicle reservations will be honored unless the vehicle is already reserved and no other vehicles are available.
- 6 If you are traveling to the JRTC Bldg. in Chicago, you can obtain prepaid parking passes from the Motor Pool Coordinator.

Make request to:

Motor Pool Coordinator
Operations/Special Services
Level 1 NW - Mail Code 1-116
217 785-1042

Complete the following information.

- 1 Requested pick up and return dates.

Vehicle pickup: _____ a.m. _____ p.m.
Date _____ Hour _____

Vehicle return: _____ a.m. _____ p.m.
Date _____ Hour _____

Note: If scheduling dates or times change, please notify the Motor Pool Coordinator at the above number 24 hours in advance.

- 2 Destination/City: _____

- 3 Describe official state business for which you are requesting the vehicle.

- 4 Read and complete the following information.

I agree to complete Form OSD-211 "Vehicle Key Log Sheet" and return this Log Sheet with the keys to the Motor Pool Coordinator. I certify that I hold a valid driver's license and vehicle liability insurance in at least the minimum amounts as required by law. I have read and understand the responsibilities attached to this form.

Driver's License Number: _____ Expiration Date: _____

Requested by: _____ Date: _____
Driver's Name Please print

Requestor
Phone: _____

Requestor
Signature: _____
Driver's Signature

Approved by: _____
Division Manager

Date: _____

To reserve a motor pool vehicle, you must

- Complete Form OSD-155, Request for Use of Vehicle;
- Submit approved OSD-155 form to the Motor Fuel Coordinator a minimum of 24 hours in advance;
- Possess a valid drivers license with the appropriate classification for the vehicle being operated; and
- Notify the Motor Pool Coordinator in the event travel plans change in any way.

Operators of state motor vehicles are responsible for the following:

- **State Vehicles may be used for authorized state business only.** Unless it can be shown that the usage is in the best interest of the state, an employee shall not use a state vehicle for transportation after normal working hours.
- Only passengers on official business can be transported in a pool vehicle.
- Exercise reasonable diligence at all times in the proper care, use, and operation of the vehicle.
- Purchase gasoline, supplies, and services at State-owned facilities whenever possible in accordance with credit card limitations. (These are found on the back of the blue and white state credit card.)
- Comply with Public Act 87-873 requiring purchasing gasoline containing 10% alcohol.
- Authorization for repairs may be obtained by contacting your Motor Pool Coordinator between 8:00 a.m. and 4:30 p.m. weekdays. For emergencies, only after hours and weekends, authorization may be obtained by calling the telephone number on the back of the state credit card.
- Ensure tickets for purchases and repairs are submitted to your Motor Pool Coordinator at the completion of your trip.
- Ensure that the motor pool vehicle is returned in the same condition you received it. All personal belongings should be removed and the vehicle filled with gas.
- Complete the Vehicle Log Sheet each time the vehicle is used.
- Advise the Motor Pool Coordinator of any problems with the operation of the pool vehicle.
- Prepare and submit all necessary paper work to your Motor Pool Coordinator in the event of an accident or an incident to a vehicle (further explanations and instructions are available in the Department of Revenue Vehicle Policy Manual).
- Pay all tolls and toll violations. Missed tolls can be paid online within 7 days to avoid a violation. The Illinois toll way website is www.illinoistollway.com.
- Pay all moving traffic violations as well as parking tickets.
- In general, comply with Department of Revenue Vehicle Policy Manual.

For a copy of the Police Report contact the
Investigative Services

[illegible]

SECRET

EXHIBIT 1

Exhibit C



Illinois Department of Revenue

EQUIP # _____

OSD-27

Vehicle Accident Questionnaire

Read this information first.

If you are involved in an accident while driving on official state business, follow these steps:

- 1 Obtain Form SR-1, Illinois Motorist Report, from the Illinois Department of Transportation.
- 2 Complete this IDOR form (OSD-27).
- 3 Prepare a brief narrative, in your own words, of the facts concerning the accident and attach it to this form.
- 4 Mail original Form SR-1 to:

Illinois Department of Transportation
Accident Records Section
3215 Executive Drive
Springfield, IL 62766-0001

Mail a photocopy of all accident reports, including Forms SR-1 and OSD-27, within three work days to:

Fleet Management Section 1-116
Illinois Department of Revenue
101 West Jefferson
Springfield, IL 62702

Note: If the accident occurs in your privately owned vehicle, notify your insurance company as you would for any other accident.

Note: For out-of-state accidents, check with the local authorities. A form similar to Form SR-1 may be required by IDOT.

Complete the following questions.

- 1 Did the accident involve a state owned vehicle? Yes _____ No _____
If yes, equipment # _____ and plate # _____
If no, please specify who owns the vehicle. Name: _____
Address: _____
- 2 What State work was taking place at the time of the accident? _____

- 3 Where were you working before the accident? _____

- 4 Where were you going at the time of the accident? _____

- 5 Was anyone else in the auto? Yes _____ No _____
If yes, who was in the vehicle? Name: _____
Address: _____
- 6 What were the circumstances of the accident? _____

Exhibit C

- 7 Did you break any law? Yes _____ No _____
If yes, what law was broken? _____
- 8 Did you receive a traffic citation? Yes _____ No _____
Did the other party receive a traffic citation? Yes _____ No _____
- 9 How fast were you traveling? _____
What were the road conditions? _____
- 10 Do you have personal insurance? Yes _____ No _____
If yes, with what company? _____
In what amounts? _____
- 11 Were there any injuries? Yes _____ No _____
If yes, to what extent? _____

- 12 Are you aware of any controversy or allegations related the the accident of which management should be aware that might warrant further investigation into the accident? Yes _____ No _____
If yes, please explain? _____

- 13 Do you feel further investigation is warranted? Yes _____ No _____
- 14 Were you wearing a seat belt at the time of the accident? Yes _____ No _____
- 15 Did you report the accident on Form SR-1/SR-21
and submit it to the Illinois Department of Transportation? Yes _____ No _____
- 16 Did you send a copy of the Form SR-1/SR-21 to the
Fleet Management Section? Yes _____ No _____
- 17 Were there any witnesses? Yes _____ No _____
If yes, who witnessed it? Name: _____
Address: _____
- Print employee's name: _____
- Employee's signature: _____ Date: _____
- Print supervisor's name: _____
- Supervisor's signature: _____ Date: _____
- OSD-27 back (R) 1/1/03

All warranty services must be completed by an approved warranty provider for the make of vehicle. Do not attempt to have the service performed by local non-dealership service agencies. Most warranties are 3 year/36,000 miles bumper to bumper unless otherwise stated differently in the vehicle owner's manual. The only excluded items are routine maintenance and radio/lighting equipment. All repairs must be completed with authorization from OPSS.

Services to be performed during each fuel purchase:

1. Check crankcase oil level.
2. Check windshield fluid level and wiper blade condition and operation.
3. Check for oil and water leaks.

Repair Procedures

1. Warranty work - certified dealer.
2. Preventive Maintenance less than \$50 - local vendors.
3. Repairs over \$50 - CMS Vehicle Garage.
4. If CMS Garage cannot accommodate repairs, they will authorize driver to take vehicle to contract vendor.



Illinois Department of Revenue
101 West Jefferson Street
Springfield, IL 62702

Vehicle Service Record

This record will be followed at all times while operating or servicing Department vehicles unless otherwise directed by the Operational/Special Services Division (OPSS).

Please read the Owner's Manual provided with this vehicle.

Equipment # _____

Year _____ Make _____ Model _____

Major Repairs

[illegible]

Preventive Maintenance Schedule

Service Required at Mileage Intervals
1 = Change oil and filter
2 = Rotate tires

[illegible]

Exhibit E

CMS Fuel Receipt

1. Make sure odometer reading is entered correctly
2. Verify fuel and quantity is accurate
3. Write vehicle ID # at the top of receipt
4. Write first initial and last name at top of receipt

R. Faith
C.W.S. 45816
GARAGE #4

11/15/07	02:37 PM
CARD #:	001130337745816
TRANS #:	0764
PRODUCT:	DIESEL
QUANTITY:	34.000
PR/UNIT:	3.600
TOTAL:	122.40
DRIVER:	T
ACCT-NAME:	0337
OBOM:	6501
PUMP #:	3 - 1
ACCOUNT:	0337

THANK-YOU

Vendor Fuel Receipt

1. Make sure odometer reading is entered correctly
2. Verify fuel and quantity is accurate
3. Write vehicle ID # at the top of receipt
4. Write first initial and last name at top of receipt

33884
R. Faith

WELCOME

HARPER OIL CO #10
22ND & CLEAR
SPRINGFIELD IL
DLR# 337048
DATE: 11/20/07

WRIGHT EXPR ACCT#
690046XXXXXX4790
CONNECTION
INVT 18358 DG/7R
REF 021 73-010
AUTHN 00-267791
YEAR 01/91
ODOMETER 111846

PUMPS 10 SELF
UN 7.0810
PRICE/GAL \$3.079
FUEL TOTAL \$21.80

THANK YOU
HAVE A NICE DAY

**CMS MAJOR STATE GARAGES
AND FUEL TYPE INFORMATION**

CMS STATE GARAGES BY REGION

Hours of operation are generally 7:30 am - 4:00pm, 5 days a week

CENTRAL STATE GARAGE #28

200 EAST ASH STREET
SPRINGFIELD, IL 62704-4793
217/782-4684, 4685, 4686
Gasohol and E85 (Ethanol)

CHAMPAIGN STATE GARAGE #28

P.O. BOX 1577/201 FISHER ROAD
CHAMPAIGN, IL 61820-9998
217/278-3436
Gasohol and Diesel

LINCOLN AVENUE GARAGE #04

650 NORTH LINCOLN AVENUE
SPRINGFIELD, IL 62762-3697
217/782-6828
Gasohol and Diesel, IDOT Truck Service
7:00 a.m. - 3:30 p.m.

PARIS STATE GARAGE #27

P.O. BOX 1028/13473 IL HWY. 133 WEST
PARIS, IL 61944-1028
217/463-4213 OR 217/782-3693
Gasohol and Diesel

CARBONDALE STATE GARAGE #28

P.O. BOX 100/2801 W. MURPHYSBORO
CARBONDALE, IL 62903-0100
618/331-5346
Gasohol

CENTRALIA STATE GARAGE #44

P.O. BOX 1266/1266 SHATTUCK ROAD
CENTRALIA, IL 62801-1266
618/333-4799
Gasohol and Diesel

COLLINSVILLE STATE GARAGE #31

1104 EASTPORT PLAZA DRIVE
COLLINSVILLE, IL 62234-6102
618/346-5190 OR 618/346-5192
Gasohol and Diesel

EFFINGHAM STATE GARAGE #22

P.O. BOX 587/400 W. WABASH
EFFINGHAM, IL 62401-0587
217/542-8296 OR 217/782-6801
Gasohol

FAIRFIELD STATE GARAGE #30

ROUTE #4, 117 HIGHLAND AVE.
FAIRFIELD, IL 62837-1841
618/842-2528
Gasohol and Diesel

HILLSBORO STATE GARAGE #42

C/O ORAHAM CORRECTIONAL CENTER
P.O. BOX 499/RTE. 183 SOUTH
HILLSBORO, IL 62049-0499
217/532-6811
Gasohol and Diesel

CHICAGO NORTHSIDE GARAGE #92

7075 FOREST PRESERVE DRIVE
CHICAGO, IL 60634-1332
773/736-5290 OR 773/736-5291
No Fuel

ELGIN STATE GARAGE #21

595 SOUTH STATE STREET
ELGIN, IL 60123-7693
847/831-2473
Gasohol and Diesel

SUBURBAN NORTH GARAGE #49

9311 HARRISON STREET
DES PLAINES, IL 60016-1566
847/294-4132, 4133
No Fuel

WATSEKA STATE GARAGE #24

111 YOUNT AVENUE
WATSEKA, IL 60970-1272
815/432-3266
Gasohol and Diesel

DIXON STATE GARAGE #22

817 DEPOT AVENUE
DIXON, IL 61021-3308
815/284-1594 OR 815/284-3049
Gasohol and Diesel

MONMOUTH STATE GARAGE #24

STATE HIGHWAY BUILDING 710 180th AVENUE
MONMOUTH, IL 61462-9373
309/734-6306
Gasohol and Diesel

OTTAWA STATE GARAGE #23

1628 Porter Street
OTTAWA, IL 61350-1688
815/434-8400 OR 815/434-8433
Gasohol and Diesel

PEORIA STATE GARAGE #25

6310 WEST U.S. HIGHWAY 130
EDWARDS, IL 61528-9727
309/693-5162
Gasohol and Diesel

CMS SATELLITE STATE GARAGES and MOTOR POOL

Hours of operation generally 7:30 am - 4:00 pm, 5 days a week

JACKSONVILLE STATE GARAGE #40
1201 SOUTH MAIN STREET
JACKSONVILLE, IL 62658
217/243-0275, EXT. 343
No Pool Available

TINLEY PARK STATE GARAGE #41
7400 West 183rd Street
Tinley Park, IL 60477
708/614-3678
Gasohol and Diesel

SPRINGFIELD MOTOR POOL #02
101 WEST WASHINGTON STREET
SPRINGFIELD, IL 62701-1114
217/783-7321
Gasohol and E85 (Ethanol)
7:00 a.m. - 5:00 p.m.

For additional information on rentals please refer to "A Travel Guide for State of Illinois Employees."

Automotive Cost Report/Vehicle Log

Daily Purchases

Month: January

Driver Name:

Equipment Number:

License Plate:

Division:

Gasoline day of month	Outside Purchases			State Facility Purchase		
	Code	Quantity	Amount	Code	Quantity	Amount
	1			1		
	1			1		
	1			1		
	1			1		
	1			1		
	1			1		
	1			1		
	1			1		
	1			1		
	1			1		
	1			1		
	1			1		
	1			1		
	1			1		
	1			1		
Total		0	\$0.00		0	\$0.00
Oil	Code	Quantity	Amount	Code	Quantity	Amount
	2			2		
	2			2		
	2			2		
	2			2		
Total		0	\$0.00		0	\$0.00
Other	Code	Quantity	Amount	Code	Quantity	Amount
	0			0		
	0			0		
	0			0		
	0			0		

Coder:

Gasoline - 1

CW-2

Lubrication - 3

Repair Labor - 4
Repair Parts - 5

Thurs - 6

Tubes - 7

Battery - 8

Anti Freeze - 9
Minerals - 10

Miscellaneous - IV

Notes:

Exhibit G

Beginning Mileage: <input type="text"/>		Ending Mileage: <input type="text"/>		Purpose of Travel	Beginning Mileage	Ending Mileage	Commencing Mileage	Commencing Time
Date								
01/01/2010								
01/02/2010								
01/03/2010								
01/04/2010								
01/05/2010								
01/06/2010								
01/07/2010								
01/08/2010								
01/09/2010								
01/10/2010								
01/11/2010								
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01/21/2010								
01/22/2010								
01/23/2010								
01/24/2010								
01/25/2010								
01/26/2010								
01/27/2010								
01/28/2010								
01/29/2010								
01/30/2010								
01/31/2010								

Please Read the following: I certify that the information contained on the Automotive Cost Report/Vehicle Log is correct and all miles driven for this reporting period were done conducting official State of Illinois business. I certify that I hold a valid driver's license and vehicle liability insurance in at least the minimum amounts as required by law. I have read and understand the responsibilities of the Vehicle Policy and this form. Save and e-mail your

Signature:

**Use of State Vehicles, Sirens and Emergency Lights
For Sworn Revenue Investigators
(Statutory Authority – 625 ILCS – 5/12 – 215)**

State vehicles shall be used only for official business or in the performance of an employee's assigned duties. Investigators shall carry their driver's license and proof of liability insurance with them at all times while using a State vehicle. Only vehicles approved by the Director's office may have emergency lights and sirens installed in them.

Use of emergency equipment with which the vehicle is outfitted does not imply that the driver has the authority to disregard traffic laws. Nor does it justify a driver to drive in a reckless or negligent manner. Sirens and lights may be used in the following situations:

1. For traffic control – to facilitate movement of traffic at an accident site until other law enforcement arrives; and when requested, to further assist local law enforcement.
2. When transporting an arrestee who is either seriously ill or who is engaging in behavior that presents a serious threat to the employee or committed person's life or safety.
3. To stop another vehicle when it is reasonable to believe that an arrest warrant exists for the driver or a passenger in said vehicle.
4. To respond to a distress call from a law enforcement officer when there is reason to believe that the officer is in danger and the responder is in the immediate area.
5. To flee from locations and/or situations where the employee's life or safety is threatened.
6. Routine traffic stops of violators of laws under the jurisdiction of the Department and Illinois Vehicle Codes Second Division Statutes.
7. Apprehension of a felon.
8. Responding to an emergency at any State Revenue facility.

NOTE: Investigators shall call police back up when possible. High-speed chases are not allowed. When responding to an emergency situation or assignment shall:

- Activate the emergency lights and siren in anticipation of oncoming traffic
- Adhere to basic traffic safety practices and rules
- Operate the vehicle at a speed and in a manner that takes note of weather conditions, pedestrian traffic, and other environmental factors that may impact control of the vehicle
- Proceed through intersections or traffic signals only after all vehicular traffic and pedestrian traffic has yielded the right of way
- Exercise discretionary use of lights and siren when in close proximity to a crime scene or in progress crime where detection of sirens could cause an unsafe situation to officers on the scene
- The use of emergency lights and sirens shall be immediately reported orally to a Supervisor. The Investigator shall ensure appropriate follow-up, including incident reports, violation reports, issuance of warrants, etc.

Fire Extinguisher Use

Vehicles used by sworn Investigators are equipped with fire extinguishers for use in case of emergency.

Investigators have the discretion to use these devices when they feel they may be safely used to save property or human life. Investigators must exercise their own judgment to determine whether a fire extinguisher may be safely used in a given situation.

In an emergency, appropriate fire and rescue personnel should be contacted as soon as possible. Investigators should not attempt to respond to a situation that is more appropriately handled by fire and rescue personnel.

EXHIBIT I

**ILLINOIS INSURANCE CARD
FOR VEHICLES OWNED BY THE STATE OF ILLINOIS**

This will certify that this vehicle is owned by the State of Illinois and is covered under the State of Illinois self-insured blanket auto liability program established pursuant to Illinois law (20 ILCS 405/64.1 (g) and (k).

This plan continues in effect indefinitely and provides a liability limit of \$2,000,000 per single occurrence. The Division of Risk Management, 201 E. Madison, 3C Springfield, Illinois 62794, is the administrator of the state's self-insured auto liability program. Phone (800) 422-1300, depress #2.

